

CAL FIRE ROLES AND RESPONSIBILITIES **2810** (February 2016)

BSO PROPERTY AND LOCAL SERVICES UNIT **2810.1** (February 2016)

The Business Services Office (BSO), Property and Local Services Unit, functioning through the State Property Coordinator (SPC), have a department-wide responsibility to instruct and implement the state property policies as set forth in SAM and this handbook.

STATE PROPERTY COORDINATOR (SPC) RESPONSIBILITIES **2810.2** (February 2016)

The SPC will provide guidance and direction for the accounting and control of property; proper placement and tagging of property; proper usage, completion, and the submittal of required survey and transferring forms; and will coordinate, along with the help of each unit, the maintenance of an internal Inventory Tracking System at CAL FIRE facilities.

The SPC will help coordinate the physical inventories of all accountable and sensitive property at CAL FIRE facilities. The inventories shall be conducted approximately every three years.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8652.pdf

The SPC will be responsible for the timely submission and completion of the Annual State Asset Report to the CAL FIRE Departmental Accounting Office (DAO). Refer to Section 2860 of this handbook for additional information.

MANAGEMENT ROLES FOR STATE PROPERTY **2810.3** (February 2016)

CAL FIRE program managers are responsible and have the authority to control and maintain their own property, and must do so in accordance with applicable sections of the SAM, as well as policies and procedures defined in this handbook.

ACCOUNTABILITY FOR STATE PROPERTY **2810.4** (February 2016)

The Department's management is responsible to advise personnel of policies and procedures for the proper care and security of state-owned property. Personnel should be made aware of the consequences of any negligence that results in the loss, theft, destruction, and/or damage of state-owned equipment. Personnel can be charged with

any loss or damage of property due to their negligence or unauthorized use. Refer to SAM, Sections 8643 and 20080.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8643.pdf

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap2000/20080.pdf

PROPERTY PERSONNEL SUPPORT ROLES

2810.5

(February 2016)

CAL FIRE offices are responsible to ensure that property is maintained, tracked, appropriately tagged, and recorded in an internal Inventory Tracking System. Management should ensure that required forms are processed to document the transfer, disposal, loss, theft, or destruction of property, and the safekeeping of records that document the purchase of property.

PROPERTY INVENTORY STAFF ROLES

2810.6

(February 2016)

Departments are required to make a physical count of all property and reconcile the count with accounting records approximately once every three years. CAL FIRE personnel are required to develop and carry out an inventory plan for each individual office.

Physical counts of CAL FIRE's property should be recorded and maintained in an internal Inventory Tracking System, and the system should be used in conducting the inventory. Any deletions or additions while conducting the inventory should be updated in the internal Inventory Tracking System. The SPC will assist in coordinating the inventory. Refer to SAM, Section 8652.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8652.pdf

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